

## MEMORANDUM

August 12, 2008

TO: Art Holmes, Director, Department of Transportation (DOT)

FROM: Chris Cihlar, CountyStat Manager

SUBJECT: Follow-up steps outlined in the 8/5/2008 (Transportation CIP) CountyStat meeting

**The following items were identified for follow-up during the CountyStat meeting:**

1. Disaggregate the number of days in the project implementation process, identifying project delay by factors out of DOT control and within its control. Use this to create a day-by-day breakdown.  
Responsible parties: DOT  
Other parties involved: None  
Deadline: November 14, 2008
2. Develop methodology for determining which projects will be reported on in quarterly CountyStat meetings.  
Responsible parties: DOT  
Other parties involved: CountyStat  
Deadline: November 14, 2008
3. Redevelop the outline for County Council packets on road projects to more accurately depict the causes of delays and cost overruns. Attribute these causes to factors within or outside DOT control.  
Responsible party: DOT  
Other parties involved: None  
Deadline: November 7, 2008
4. Finalize the criteria for determining which projects require Facility Planning stage 1.  
Responsible party: DOT  
Other parties involved: None  
Deadline: November 7, 2008
5. Develop metrics for historical transportation project costs, and train an existing employee as a cost estimator.  
Responsible party: DOT  
Other parties involved: None  
Deadline: January 16, 2009
6. Develop a methodology for building cost escalation into road project cost estimating.  
Responsible party: DOT

Other parties involved: OMB and others  
Deadline: December 19, 2008

cc: Timothy Firestine, Chief Administrative Officer  
Fariba Kassiri, Assistant Chief Administrative Officer